

**AMHERST TOWN COUNCIL**  
**AGENDA – TUESDAY, NOVEMBER 10, 2015**

**1. Call to Order in Town Hall (7:00 PM)**

**2. Moment of Silence**

**3. Citizen Comments**

*Per the Town Council's policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor's discretion.*

**4. Special Matters**

**A. Report on Christmas Decorations – Vernon Wood**

*Per the Town Council's request at the October meeting, Mr. Wood has been asked to give a report on his group's efforts to maintain and improve the Christmas decoration program.*

**B. Status Report on Hotel Recruitment – Jim Meade**

*Per the Town Council's request at the October meeting, IDA Chairman Jim Meade is scheduled to give a report on the hotel recruitment effort.*

**C. Region 2000 Local Government Council – Gary Christie**

*Gary Christie from the Region 2000 organizations will be present to report on their activities.*

**D. Public Hearing: Main Street Waterline Project Financing – Jack Hobbs**

*A required and duly advertised public hearing on the bond that would finance the Main Street waterline project has been organized for this meeting. Action indicated is to approve the proposed resolution contained in the agenda package. After this step, the only remaining significant action the Council would need to take on the project would be to approve the award of a construction contract following the bid procedure.*

**5. Consent Agenda**

**A. Town Council Minutes – October 14, 2015 meeting**

*A motion to approve the minutes as submitted is indicated.*

**B. Correspondence**

**C. Monthly Reports**

- i. Town Manager
- ii. Director of Public Utilities
- iii. Office Manager
- iv. Police Chief
- v. Town Attorney

**6. Council Committee Reports**

**A. Finance and IT Committee - Mrs. Thompson**

*Minutes from the October 30, 2015 meeting are contained in the agenda package.*

**B. Public Safety Committee – Mr. Bumgarner**

*Minutes from the October 26, 2015 meeting are contained in the agenda package.*

**C. Utilities Committee – Mr. Watts**

**D. Community Relations Committee – Mr. Higginbotham**

**E. Personnel Committee – Mr. Mozingo**

**F. Town Hall Renovations Committee – Mayor Kilgore**

*Items left to complete include the Council Chamber meeting room table layout, and the sound and video surveillance systems. Pricing information on the table will be provided as soon as it becomes available.*

## **7. Discussion Items**

### **A. Meals tax enforcement – Colan Davis**

*A preliminary proposal on how the enforcement provisions of the meals tax enforcement could be improved is contained in the agenda package as well as a copy of the parallel portions of the Amherst County code.*

### **B. Business License Tax Enforcement – Mrs. Thompson**

*A Council discussion on the need to improve the business license tax collection effort, such as taking positive steps toward that end in the coming weeks, has been requested.*

### **C. FY15 Financial Audit Followup – Jack Hobbs**

*Staff has prepared a summarization of the figures and other information contained in the draft audit report presented at the October meeting, a discussion on the three items in the auditor's "management letter", and the required Management Discussion and Analysis letter. The usual procedure is for the Council to accept the audit report and order a final edition to be published via a formal vote if the Council is comfortable with it.*

### **D. Weapons Disposal – Jack Hobbs**

*Staff requests Council discussion on the disposal process for the Thompson submachine gun.*

### **E. Report on Upcoming Procurement Activity – Jack Hobbs**

*Staff plans to give an oral report on a series of upcoming procurement activities including*

- a. Main Street Waterline Project*
- b. 2016 Landscape Maintenance Contract*
- c. Farm Tractor Procurement*
- d. Dump Truck Procurement*

### **F. Preparation for FY 17 Budget**

*Staff plans to give an oral report on preparations for the FY17 budget season.*

- a. Status of construction and procurement from the capital improvement plan*
- b. Donation policy*
- c. Budget development timetable*

### **G. Report on Projects – Jack Hobbs**

*Staff plans to give oral reports on the status of various projects at the meeting.*

## **8. Matters from Staff**

## **9. Matters from Town Council**

## **10. Adjournment**